

Welcome to West Reading Borough!

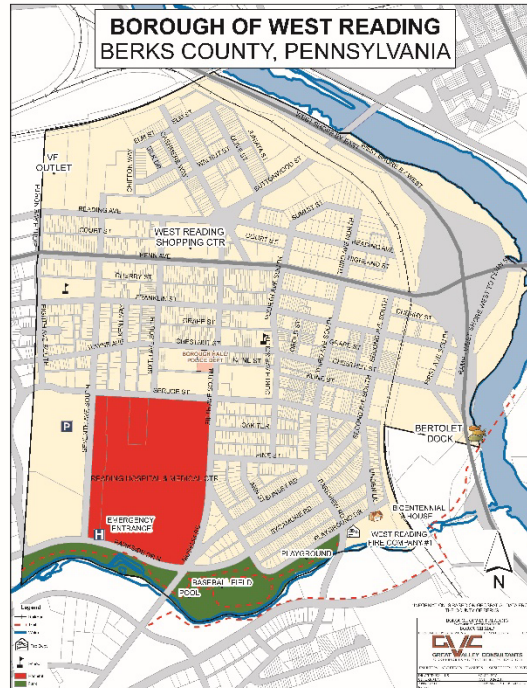


We hope you find the information in this pamphlet to be helpful and informative. We welcome your feedback and encourage you to share your thoughts and opinions with us. Together we can all keep West Reading a place we love to call home.

Sincerely,
Borough Council

Like others, you have likely selected our Borough to be your new home because of the quality and character of our neighborhoods and the safe environment our Borough provides. To help you become familiar with your new home and surroundings, we have prepared some information you might find useful, both during your move and in the years to come.

Borough Hall is located at 500 Chestnut Street and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Located in the Borough Hall building are the Administration Offices including the Borough Manager, our Police Department, Code Enforcement Department which also handles Zoning as well as the Treasurer, and Recreation Coordinator's Offices. Our Public Works Department works out of the Borough Maintenance Facility at 1st and Chestnut Street. The West Reading Fire Company is located at 223 Playground Drive, right near the Borough Swimming Pool and Playground.



Stay Informed!

For up-to-date information pertaining to changes to the trash or recycling collection, meeting dates, snow emergencies, events, etc. around the Borough please visit the Borough website at: www.westreadingborough.com or the West Reading Borough Hall Facebook page. The website allows you to register for email alerts on various topics such as news or announcements, meeting minutes and urgent alerts.

Also, while visiting the Borough website please register with the CodeRED Emergency Notification Program to receive time sensitive notifications of local events that may impact your safety. Messages for the following types of events can be received via phone call, text message, and email through a CodeRED Mobile Alert App:

- Missing Persons
- Emergency Preparedness
- Emergency Evacuation
- Criminal Activity
- Shelter in Place/Lockdowns
- Boil Water Advisories
- Large Local Events



The Borough is governed by a Council-Manager form of government. There are seven Council Members and a Mayor who are elected by the voters. The Chief Administrative Officer is a Borough Manager who is appointed by Council and responsible for day-to-day operations within the Borough. The Mayor is in charge of the Police Department.



Join Us! Help shape the future of your community by becoming a volunteer member of one of your local boards or committees. These resident-led groups help shape public policy, direct economic development, provide local services and make tremendous positive contributions to our quality of life. Public service is a valuable resource, and your time is greatly appreciated! You can make a huge difference by contributing just a few hours every month.

Getting “Connected”

Water, Sewer, and Refuse Services

West Reading operates its own public utility for water, sewer, and municipal refuse collection services. For information on either of these topics please call 610-374-8273.

Residential Water/Sewer/Refuse Billing Schedule

Quarter	Months Billed	Bills Mailed	Due Date *
1st	January - March	April 1st	April 30th
2nd	April - June	July 1st	July 31st
3rd	July - September	October 1st	October 31st
4th	October - December	January 1st	January 31st

** Utility bills are due on the last business day of the respective month.*

Our online payment option saves you time and gives you flexibility in how you pay your bill. The Borough has partnered with Xpress Bill Pay, the premier provider for online payment systems. Visit www.xpressbillpay.com to create a secure login, you will need your account number to register. Please note that a 3.5% convenience fee will be assessed on all credit and debit card transactions, and a \$1 per transaction fee on electronic check processing beginning on October 1, 2023. Bill pay transactions that are offered by many banks and credit unions allow you to set up automatic payments for bills that will not incur fees.

Trash/Recycling Information

- 1) Trash collection is every Tuesday and Friday; recycling collection is every Wednesday.
- 2) Up to four 35-gallon trash containers per household per trash collection day may be placed out for collection. Please remember to store all trash within durable, water-tight containers equipped with handles and tight-fitting covers to deter the attraction of rodents to your neighborhood. It is also recommended to mark your containers and lids with your address.
- 3) As of January 1, 2024 bulk trash collection requires residents to purchase a small, medium, or large bulk tag per item at Borough Hall for items that are too large to fit in your trash container. Examples of acceptable bulk items and pricing can be found on the Borough’s website, search for “Bulk Refuse Collection Policy”. A limit of two bulk items per household may be collected per week on either trash collection day. Tags must be purchased a minimum of 48 hours prior to collection at Borough

Hall. Tags must be securely affixed to the item you want to dispose of and may weigh no more than 75 pounds nor exceed 5' in length. Larger items may be dismantled to fit these parameters while remaining a single tag item.

- 4) Please do not place trash/recycling out prior to noon the day before collection and promptly remove your receptacle(s) by midnight the day of collection.
- 5) Metal pickup is free for residents but must be scheduled in advance. Metal pickup occurs on Mondays, the deadline to schedule a pickup is Wednesday afternoon. To schedule a pickup please call Borough Hall at 610-374-8273. Appliances such as refrigerators, air conditioning units, dehumidifiers, water coolers, and freezers must have the freon removed, and have a Certified Freon-Free sticker to be picked up. When purchasing a new appliance, ask the company delivering the new appliance to take the old appliance. The Freon Hotline can provide information on how to properly remove freon from your appliance at 1-888-GO-FREON (1-888-463-7366). Or you may contract with a local scrap hauler to dispose of your appliance.
- 5) Items not accepted for curbside collection include:
 - Computer equipment (desktop, laptop or tablet, keyboard, monitor, printer), these items can be recycled at Staples or the Berks County Solid Waste Authority free of charge.
 - Televisions, these items can be recycled at most stores that sell them or the Berks County Solid Waste Authority free of charge.
 - Paint cans (unless empty and dry).
 - Tires, motor oil.
 - Propane/gas tanks (even if empty).
 - Hazardous materials (including oil-based paint cans).
- 6) Contact the Berks County Recycling Office at 610-478-6362 or visit their website at www.co.berks.pa.us/swa for the disposal of hazardous materials. The Berks County Solid Waste Authority sponsors the annual Household Hazardous Waste Collection program.
- 7) If you experience missed stops, please contact Borough Hall at 610-374-8273 to report the matter, and Borough Hall will be in contact with the hauler to report the missed stop.

What to Recycle



It's All You! Your recycling matters. The fact is that some recycling actions have a bigger impact than others. So please remember these three basic rules the next time you recycle:

- Recycle clean bottles, cans, newspaper, and cardboard.
- Keep food and liquid out of your recycling.
- ***No loose plastic bags and no bagged recyclables.***

You'd be amazed by how big of an impact just following these simple rules can have!

Putting items that are not acceptable into your recycling container can damage equipment, harm workers, and adds additional sorting and disposal costs. When in doubt, throw it out.

Items that will be accepted:

- Plastics #1 – 7 and containers such as milk and juice jugs, soda and water bottles, shampoo bottles, detergent bottles, butter tubs, yogurt or sour cream containers, clear clamshells, berry baskets, prescription bottles, etc.
- Paper and cardboard (tied/bundled). Magazines, catalogs, cereal, cracker, pasta, shoe and gift boxes and other paperboard boxes and paper bags. Corrugated cardboard boxes and newspaper, please flatten and tie to prevent materials from blowing around the neighborhood.
- Aluminum and steel cans
- Food and beverage clear, blue, brown, and green bottles and jars.
- Food and beverage cartons such as milk, juice, soup, creamers.

Items that will not be accepted:

- No plastic bags. Plastic bags are the #1 contaminate found in curbside recycling containers nationwide. Return plastic bags to local grocery and retail stores to recycle. Plastic bags and other tanglers can cause equipment damage at the processing facility when they get wrapped around moving parts, causing additional processing and disposal costs.
- Do not place recyclables in plastic bags. Plastic bags will not be opened at the sorting and processing facility. Bags will be landfilled.
- No greasy pizza boxes. Half is better than none! If the top of the pizza box is grease free, recycle it.
- No ice cream containers.
- Receipts are not accepted. Hardback books are not accepted. Remove the book cover to recycle book paper pages.
- No plastic pumps or aerosol cans.
- No decorate tins and sets of pots and pans or cooking pans.
- No aluminum foil.
- No cords, hoses, electronics, or chains. Holiday tree lights are not accepted.
- No flammables or fuel tanks.
- No plastic motor oil bottles are accepted. Motor oil residue has become one of the biggest contaminants for our plastic markets. The residue seeps into the porous plastic and cannot be removed through the washing process. Of course, you should never try to rinse or wash a motor oil bottle yourself since motor oil down the sink or storm drain causes a much larger environmental crisis than a plastic bottle in the trash. Save those containers to pour used motor oil back in for return to your local automotive parts store.
- No batteries of any kind are accepted. Ever. Lithium batteries can cause fires.
- No food or liquids. Any food left in your containers may attract pests to your recycling bin.
- No Styrofoam or foam products of any kind including cups, carryout packaging, and packaging materials like peanuts.
- No shredded paper. The shreds clog the machinery, contaminate the glass process, and end up as litter inside the processing facility. Contact a local animal shelter to see if they accept donations or use in composting.
- No broken glass, window glass, mirrors, Pyrex, drinking glasses or ceramics.
- No metal or plastic furniture.
- No scrap metal or clothing hangers.

Local recycling efforts matter. However, the general public in our service area needs to understand that recyclers accept only certain items in its residential (curbside) and drop-off recycling programs. These items are accepted for a specific reason, they can be recycled and made into new products. Unfortunately, either by accident or misunderstanding, unacceptable items continue to be placed in recycling containers. Do not place items out for collection that are larger than what will fit into a sorting machine. All unacceptable items will be landfilled; they may also contaminate the items that we can recycle in this area.

Natural Gas Service

West Reading is serviced by UGI Utilities, Inc. To sign up, call 800-276-2722 or visit www.ugi.com.

Cable TV/Internet Service

West Reading is serviced by Comcast - Xfinity. To sign up for cable TV and internet, call 800-266-2278 or visit www.xfinity.com.

Telephone/Internet Service

Verizon is the local telephone company. To sign up, call 800-660-2215 or visit <https://fios.verizon.com>.

Electric Service

West Reading is serviced by Met-Ed. To sign up call 800-545-7741 or visit www.firstenergycorp.com.

Schools

West Reading is part of the Wyomissing Area School District. To enroll your children in the Wyomissing Area School District for grades K-12, call 610-374-0739 or visit www.wyoarea.org. To enroll in a Catholic School, contact either Sacred Heart School at 610-373-3316 (www.sacredheartreading.com) for grades K-8 or Berks Catholic High School at 610-374-8361 (www.berkscatholic.org) for grades 9-12.

Bus Service

West Reading is serviced by Barta. For information call 610-921-0601 or visit their website at www.bartabus.com.

BOROUGH SERVICES:

Parks & Recreation Department

To find out about facilities and programs, call 610-374-8273 ext. 243 or visit their Facebook page "West Reading Recreation".

West Reading Borough Police Department

Call 610-373-0111 for general police information or visit their Facebook page "West Reading Borough Police".

West Reading Borough Fire Department

Call 610-372-9621 for fire prevention information or visit their Facebook page "West Reading Fire Department".

Code Enforcement Department

Call 610-374-8273 ext. 238 for general code information or visit <https://ecode360.com/WE3192>.

Tax Collector

For general tax collector information call 610-374-8273 ext. 225 or email taxcollector@westreadingborough.org.

Public Works Department

Call 610-374-8605 to schedule yard waste drop off or to report potholes.

Hazardous Waste Disposal

Contact Berks County Solid Waste Authority at 610-478-6362 or visit www.co.berks.pa.us/dept/swa for general information.

Ambulance

Call Western Berks EMS at 610-678-1545 or visit <https://wbems.org> for general information.

ADMINISTRATION

Along with Borough Hall being a central source of information for residents of the Borough, residents may also take care of the following:

- Make water/sewer payments with the following credit cards being accepted: Visa, Mastercard and Discover.
- Make real estate tax payments in the form of cash, check, or money order.
- Reserve the Bicentennial House or Pavilion for small gatherings.
- Register for Recreation events/amenities.
- Obtain recycling containers.
- Report street light issues to Met-Ed at <https://www.firstenergycorp.com>. Please be prepared to provide the location, address, and pole number of the light to help field personnel to make repairs in a timely manner.

Borough Hall is consistently busy; we have a large Council Chamber room which holds all types of meetings. Those meetings include Borough Council, Planning, Zoning, Traffic, Infrastructure and Recreation as well as meetings the Police Department or Main Street Foundation may have. There is also a smaller meeting room for private meetings.

Facility Rentals - The Bicentennial House and Pavilion areas are available to residents and non-residents to rent for small parties, gatherings, meetings, or special events. Reservations are accepted on a first-come, first-served basis. Rental agreements are available on the Borough website or the Administration Office.

Voting Locations – Voting locations are held at the West Reading Fire Department and the Borough Hall. The 1st precinct is generally the northeastern half of the Borough that votes at the Fire Department. The 3rd precinct is generally the western and southern portion of the Borough that votes at the Borough Hall. If you have any questions about voting or are unsure which voting location you need to visit please contact Voter Registration at 610-478-6490.

PUBLIC WORKS DEPARTMENT

Keeping West Reading Moving and Open for Business! The Public Works Department provides the daily direction, planning, coordination, and supervision of numerous essential public services. Services include street cleaning, snow and ice control, removal of storm debris, storm drain maintenance, street construction and general maintenance, as well as pool and park system maintenance and repairs. All services are completed with a crew of nine.

Street Sweeping is performed during the months of April through December and keeps roadways safe by removing debris that clog storm drains and reduces the number of pollutants that collect on Borough streets. Be mindful of street sweeping signs that are posted on the street where you park. To remind yourself of the street cleaning schedule place a reminder in your smart phone calendar to make sure to remove your vehicle at the appropriate time to avoid a parking ticket. If a scheduled street cleaning day falls on a holiday, unless otherwise specified, that street would not be cleaned until the next scheduled cleaning day.



Sewer Backups can be caused by a multitude of problems such as grease build up, tree roots, feminine products, towels/wipes, toys, etc. Therefore, we want to remind all residents and businesses to avoid flushing anything other than toilet paper.

At any time, day, or night when a sewer backup occurs at your home or business your first call should be to the Borough. As part of your sewer maintenance fee, the Public Works Department will plunge the sewer trap located near your home/business in an effort to remove the clog, possibly saving you the expense of hiring a plumber. If the clog is located between your home and the curb line, we will notify you of the need for plumbing services. The Borough maintains the sewer system from the curb to the main.

To report a sewer backup during normal business hours (Monday – Friday 8am – 5pm) contact Borough Hall at 610-374-8273; outside of normal business hours contact the non-emergency Police line at 610-373-0111 to dispatch a member of the Public Works Department to your location.

Leaf Collection – Streets that are part of the street cleaning program will be cleared on their respective days while other streets will be posted and cleaned on an as needed basis. Please make sure to have your leaves raked out onto the street closest to the curb and place sticks or branches in the planting strip.



Yard Waste – Yard waste will not be collected by the trash hauler and can be disposed of between the hours of 7:00 a.m. to 3:30 p.m. Monday through Friday by appointment at the Borough Garage, please call 610-374-8605 to schedule an appointment. **Or yard** waste may be disposed of on the first Saturday of the month without an appointment from 9:00 a.m. to Noon during the months of April through November. The Public Works yard waste drop off site is located at: 123 S. First Avenue, West Reading.

The drop off site is available to Borough residents only. Residents must show proof of residency to the site attendant. No contractors are permitted at the drop off site.

Materials accepted at the drop off are:

- Grass clippings
- Leaf waste
- Loose yard waste
- Tree branches cut 4 feet or shorter; no thicker than 4 inches in diameter
- Yard waste in biodegradable bags

Unacceptable materials are:

- Plastic bags
- Stumps
- Dirt
- Stones
- Root balls
- Food waste
- Bamboo
- Straw/Hay

Snow Removal – When the roads begin to freeze from falling precipitation, salting operations begin on snow emergency routes and continue until all streets are salted. Residents can assist the Public Works Department in the efficiency of snow removal by moving their vehicles to an off-street parking area or parking as close to the curb as possible. Reminder: It is illegal to plow, shovel or blow snow onto any public street.

Trees – The shade trees located within the planting strip are owned and maintained by the Borough. Trimming or altering of Borough trees is prohibited by anyone other than the Public Works Department. Should a Borough tree located on your property require maintenance, or if you wish to have a Borough tree planted within your yard, please contact the Public Works Department at 610-374-8605. Fallen branches from Borough trees and Christmas trees may be placed within the planting strip area for Public Works staff to collect as time allows. Please remember to remove all lights and ornaments from your Christmas tree prior to placing them out for collection.

POLICE DEPARTMENT

The West Reading Police Department consists of 15 sworn police officers, 2 parking enforcement officers and 2 administrative aides. The Department has a K-9 Officer, Zea, to help keep the community safe. She is certified in narcotics detection, tracking, obedience, and patrol tactics.

Some of the functions of the department include criminal investigations, crime prevention, bicycle patrols, youth aid and child safety programs, aggressive driving enforcement, as well as our most important function, uniform patrol.

The WRPD's administrative office is open during normal business hours Monday through Friday 8:00 AM until 5:00 PM, and closed Saturday, Sunday, and most major holidays.

Community involvement is a vital important part of ensuring that West Reading continues to be an outstanding place to live. The Police Department takes a very active role in developing and maintaining our relationship with our residents. Throughout the year we participate in many events, both on our own and with other Law Enforcement agencies. Some of these events include:

- Digital Safety Presentations at the Wyomissing Area Jr./Sr. High School
- DARE Classes at Sacred Heart Elementary School
- Citizens Police Academy with Wyomissing and Spring Township Police Department
- National Night Out at the West Reading Pool and Park

We also support and provide a visible presence at many of the outstanding events that take place along Penn Avenue.

Permit Parking – Some Borough streets require permit parking due to the large number of vehicles visiting the Reading Hospital Campus, and various nursing homes or schools. Permit parking enables Borough residents who reside within these areas to have a place to park during the business hours of 8am-6pm. Parking permits are free to residents and may be obtained at the Police Department by bringing your vehicle registration (or pink slip for new cars) and proof of residency. If you are a renter, please provide a copy of your lease or bill.

Crime Prevention Tips – One of the more prevalent crimes is theft from vehicles. Here are a few tips on how to avoid becoming a statistic and a victim of theft:

- Always turn off and **lock** your vehicle with windows up when parked and not in use. Even just to run into your home or place of business for a short period of time.
- Never leave electronic devices where they are visible from the outside of the vehicle. Place these items in the glove compartment, center console, etc.

Also, if you have screened doors on your home it is recommended to engage these locks as added security, even when at home. When going to bed or leaving your home please make sure all windows that are accessible from the ground level are closed and locked, and that shrubbery around windows and doors are trimmed.

Parking Tickets – There are various parking restriction signs posted throughout the Borough for matters such as permit parking, 3-hour time limit parking, street sweeping or trash/recycling collection restrictions, and snow emergencies just to name a few. Parking signs are posted per block, and not necessarily at individual spaces. People parking vehicles on Borough streets should check and be aware of any parking restrictions, including days and times that are listed on any signs within that specific block. If you happen to receive a parking ticket, payments can be made via a phone call, [online](#) or in person at the WRPD.

Temporary No Parking Signs – Temporary no parking signs can be erected to restrict regular parking and reserve curb space for purposes such as construction activity, moving vans, or to clear a street for a special event. These restricted areas are not intended to be used for parking personal vehicles. Signs may be purchased at the Police Department and must be posted a minimum of 24 hours before the restricted parking timeframe. **Please Note:** Handicapped parking, no parking zones and loading zones

may not be reserved. Also, storage pods or dumpsters placed on public streets require a permit from the Code Department prior to placement.

Curfew – Children under 18 years of age are not permitted on Borough streets after 9:30 p.m. and before 6:00 a.m. unless accompanied by his or her parent, guardian or person having lawful custody or control of his or her person, or unless said minor is returning directly to the home of his or her parent, guardian or person having lawful custody or control of his or her person after an event or activity which ended between the limiting hours, or unless there exists a reasonable necessity therefor.

Vacation Report – Going on a well-deserved vacation? If so, we ask that you notify the Police Department by completing our online “[Vacation Notice](#)” form or calling us directly. This information will be of assistance whether you will be away for an overnight trip or for a month. Having this information on file will be helpful if your vehicle is parked on the street while you are gone in case your street is posted for maintenance work. It will also be helpful if we need to contact someone in the event of an emergency.



CODE DEPARTMENT

It is the mission of the Code Enforcement Department to enforce the building codes, municipal codes, and zoning ordinance of the Borough fairly, reasonably, and impartially. Our goal is to ensure compliance for safe living and business operations, thereby protecting property and the quality of life for all Borough residents.

Blight and nuisances can devalue, detract, and degrade the quality of any neighborhood. The Borough has adopted codes that govern the use and maintenance of private property, such as weed abatement, rubbish, and graffiti to enhance and protect the quality of life for all who work, live and play in the Borough.

ADDING A ROOM? CONSTRUCTING A FENCE, WALL, OR DRIVEWAY? UPGRADING ELECTRICAL OR PLUMBING ITEMS? REMODELING THE INTERIOR OR EXTERIOR?...

All the above activities require permit application review and approval. Before starting any improvement projects, please contact the Code Department to determine if a permit is needed on 610-374-8273 ext. 238.

Borough Code - For a complete searchable list of Borough regulations, please visit <https://ecode360.com/WE3192>.

Property Maintenance Information – Homes and properties are required to be well maintained both inside and outside according to the International Property Maintenance Code (IPMC). The IPMC imposes

minimum upkeep standards for existing buildings and exterior property areas. To keep neighborhoods safe, healthy, and vibrant, the Code Department is continually in the process of performing exterior inspections of properties within the Borough.

Animals – All animals must be on a leash when on public streets, alleys, sidewalks, or the property of another. A recent change to the Animal Ordinance prohibits the tethering of unattended domestic animals. No more than 3 domestic animals are allowed per residential housing unit. Pet owners are responsible for the removal and proper disposal of animal fecal matter when it is deposited on public or private property, alleys, public streets, sidewalks, etc. Pet owners are responsible for keeping their property clean of animal fecal matter daily.

Fences – A Zoning permit is required to install or modify fences.

Grass & Weeds – Grass and weeds must be always maintained at a height of less than 10” throughout the year. All grass and weeds in the planting strip area and along the alley are the property owner’s responsibility.

House Numbering – The intent of this regulation is to have every property clearly identifiable to allow emergency personnel to quickly identify your property. All properties are to be clearly marked with their individual house number on the front and rear of the property. The height of the numbering is to be a minimum of 4” and the color must contrast with the background.

Parking on Grass – Cars, trucks, RV’s, motorcycles, trailers, etc. cannot be parked on the grass. Vehicles may only be parked on a stone, concrete or macadam pad. Prior to installing a parking pad, a zoning permit application is required.

Rental Property – Regulating the condition and operation of rental housing is a major challenge facing local governments across the United States. West Reading has adopted stringent regulations to ensure that adequate health, safety, and welfare of residents are being met.

Snow/Ice Removal – Thank you for shoveling your sidewalk, it’s the neighborly thing to do! West Reading is a vibrant walkable community, which is why it is vitally important to maintain public sidewalks and walkways in a manner safe for travel. We do not issue notices/warnings for snow and ice removal from public sidewalks on your property. Every owner, tenant, occupant, lessee, property agent, business owner, or any other person responsible for property within the Borough must remove a clear path of at least 36” from public sidewalks within 36 hours following the end of a snow/ice event. To accommodate increased pedestrian traffic on Penn Avenue, a path of at least 48” must be cleared within 24 hours following the end of a snow/ice event. All sidewalks must be maintained free of snow/ice by placing salt, and/or other abrasive or chemical material upon areas where melting and refreezing has occurred to render the sidewalks safe for travel. If snow/ice has not been removed within the time frame allowed, a fine for each offense will be assessed daily until the violation is corrected. Day 1 - \$25; Day 2 - \$50; Day 3 and every subsequent day - \$100 each.

Also, be sure to clear snow away from bus shelters and fire hydrants fronting your property as this will assist fire department personnel in the event of an emergency.

We are always seeking volunteers to assist our elderly or disabled residents who cannot maintain their sidewalks in the event of snow or ice. If anyone is interested in offering their time, please contact the Code Department at 610-374-8273, ext. 238. On the same note, if you are unable to maintain your sidewalk or know of a resident who is elderly/disabled and unable to maintain their sidewalk, please contact our office to be added to our list so we may attempt to help.

One never knows when you'll need a little neighborly assistance. Unfortunately, less than half of Americans know the people in their communities, a fact that becomes all that more acute when it comes to needing cups of sugar or dealing with snowstorm aftermath. Try to get to know your neighbor and assist each other in staying safe.

Solicitation – A solicitation permit is required for any type of door-to-door solicitation. Following a background check and issuance of a permit, a Borough issued ID badge is provided to the solicitor and must be always worn while soliciting. Hours available to solicit in the Borough are from 9am-7pm Monday through Saturday only. If a solicitor comes to your door without a Borough issued ID badge do not hesitate to contact the Police Department on 610-373-0111 to make a report. Please provide as much information about the solicitor as possible. If you receive a brochure or letter from the solicitor, please mark the date received and turn it into the Borough Hall for processing.



Garage/Yard Sales – A garage/yard sale permit is required to be completed prior to the sale. The first permit is free and the second is \$5. Only two garage/yard sales are permitted per calendar year. This does not include any advertised West Reading Borough wide event. Signs for your yard/garage sale may only be posted on your property. Signs may not be placed on telephone or electrical poles or in the planting strip area.

Alarm Device – An alarm permit is required for all properties with an alarm system within the Borough. The one-time permit fee of \$50 covers the cost of providing and maintaining pertinent information to emergency personnel. Please be aware that after three false alarms within a calendar year a fine of \$100 will be issued for each false alarm thereafter until December 31st.

FIRE DEPARTMENT



The West Reading Fire Department provides fire and rescue services for the Borough 24/7. The Department is 100% volunteer. The station houses the apparatus, offices, training for members and the Western Berks Ambulance office. If you would like to take a tour of the facilities, please contact the Fire Department, or visit us during Fire Prevention Week for our annual open house held in early October.

Open Burning is illegal in the Borough unless you apply for and receive a permit from the Code Department. This means no open burning of leaves, yard waste or any type of outdoor temporary fireplace without prior authorization from the Fire Department.

Smoke Detectors are an inexpensive way to keep your family safe, so please make sure they are in working order. Smoke detectors are required on every level of your home including the basement. Detectors should be installed in every bedroom and outside each sleeping area. On floors without

bedrooms, install detectors in the living room and/or near the stairways to the upper level. Do not install detectors closer than 3' from a bathroom door or forced air supply register or locations where the temperature may be too low or too high. Detectors should be mounted high on a wall or on the ceiling. Wall mounted detectors should be positioned so that the top of the alarm is 4-12" from the ceiling. Ceiling mounted detectors should be positioned at least 4" away from the nearest wall. Basement detectors should be located near the stairway leading to the floor above. The Fire Department has new smoke detectors available for sale at a cost of \$10 each and can install them in your home at no charge. The Fire Department will also install owner provided smoke detector batteries at no charge if you are unable to do so yourself.

Carbon Monoxide Detectors are required in all residential dwellings that use fossil fuel-burning appliances or have an attached garage. The detector must be installed in a centrally located area near bedrooms, on every level of a dwelling, including basements, and in the vicinity of a fossil fuel-burning appliance. Exception: unfinished attics and crawl spaces. If your detector activates, call 9-1-1 immediately and evacuate your home to await the Fire Department's arrival. We can check your home with meters that are carried on our apparatus that detect the presence of CO validating the reason for the detector's activation.

Members of the Volunteer Fire Department are always looking for a few good men or women! Membership applications are accepted beginning at the age of 14. If you are interested in volunteering with your neighborhood fire department, please contact our office at 610-372-9621 or visit the station during training exercises any Wednesday evening around 6:30pm. We are always looking for new members to do a variety of jobs, even if you have no interest in putting out fires, we can still find a job for you!

RECREATION



The Borough's 23- acre park is for the use of West Reading residents and their guests. The Park facilities include a stone pavilion, walking trails, tennis and basketball courts, baseball and softball fields, a gravel track, exercise equipment, and a community swimming pool with a volleyball court.

Throughout the year, the Recreation Department hosts a variety of activities including the Easter Egg Hunt, Christmas Tree Lighting, Haunted Hayride, and Community Moonlight Swims just to name a few.

Community Yard Sale – The Borough hosts two community yard sales each year, which fall in conjunction with the dates of Art on the Avenue and Fall Festival. These events are held rain or shine from 7am-Noon.

Disc Golf Park – The Volunteer Fireman's Beneficial Association of West Reading has generously donated funding for the creation of a nine-hole disc golf course within the West Reading Park area. Disc Golf is easy to learn, a healthy activity and accessible to people of all ages and fitness levels. If you can throw a Frisbee and you like to have fun, you can play Disc Golf!



Holiday Home Decorating Contest – Get into the holiday spirit by decorating your home! Judges look for creativity, originality, and overall presentation. No need to pre-register and you don't even need to be home to win! Just make sure your lights are on during the 2nd weekend of December between the hours of 7pm-9pm.



Summer Playground Group – The West Reading Playground Program is open to children ages 5-12 (child must be 5 years old prior to September 1st) who either reside in the Borough, attend Wyomissing Area School District or Sacred Heart School. There are a variety of activities such as games, arts and crafts, dancing, swimming/water activities and field trips.

West Reading Swimming Pool – The West Reading Pool is one of the largest municipal pools in Berks County. Memberships are available to Borough residents and non-residents. Membership to the West Reading Pool allows members to take advantage of the tot pool with cascading umbrella, volleyball court and the concession stand.



Volunteer – The Recreation Department offers fun and safe activities for Borough residents to enjoy. Events are made possible by the Recreation Commission, our dedicated volunteers and Borough staff. The Recreation Commission meets monthly to plan events and projects and is always in need of volunteers, so if you have the time please come out and join us!